

SUPERVISORY MISSION SUPPORT SPECIALIST

DEPARTMENT OF HOMELAND SECURITY

Customs and Border Protection

Open & closing dates

🕒 01/12/2017 to 01/26/2017

Salary

\$120,964 to \$157,257 per year

Pay scale & grade

GS 15

Work schedule

Full-Time - Full Time

Appointment type

Permanent

Locations

1 vacancy in the following location:

Laredo, TX

1 vacancy

Relocation expenses reimbursed

Yes Relocation expenses will be paid in accordance with the Federal Travel Regulation limits and agency policy.

This job is open to

**Federal employees - Competitive service**

Current or former competitive service federal employees.

Announcement number

MHCMP-1889277-LEH

Control number

461506800

Duties

Summary

Joining the Customs and Border Protection Office of Field Operations will allow you to use your expertise in administration to provide advisory and technical services to management. This position starts at a salary of \$120,964 (GS-15, step 01). Apply for this exciting opportunity to strengthen the Department's ability to perform homeland security functions by developing and implementing the operational plan for key support processes.

Who May Apply:

Current U.S. Customs and Border Protection employees with competitive status.

- For definitions of terms found in this announcement, please see http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm (http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm)

Organizational Location: This position is located within U.S. Customs and Border Protection, Office of Field Operations, Laredo Field Office, in Laredo, TX.

One or more selections may be made using this job opportunity announcement. Further selections may also be made for additional organizational divisions and/or units within the duty location(s) listed above.

Responsibilities

In this supervisory position, you will become a key member of a team of Homeland Security professionals by offering your technical expertise in administration. Typical work assignments include:

- Developing and implementing the operational plan, objectives, and strategies on key support processes (budget, logistics, procurement, human resources, training, automated systems, and financial programs and services) for the organization
- Providing technical advice and leadership for national Customs and Border Protection programs
- Monitoring and evaluating the delivery of support services through the process of short and long term planning
- Directing and overseeing the execution of budget, logistics, procurement, and quality assurance programs
- Supervising a staff that provides a diverse range of mission support services

Travel Required

Occasional travel - Overnight travel may be required on a regular and recurring basis

Supervisory status

Yes

Promotion Potential

15

Who May Apply**This job is open to...**

Current U.S. Customs and Border Protection employees with competitive status.

Questions? This job is open to 1 group.

Job family (Series)

0301 Miscellaneous Administration And Program

<https://www.usajobs.gov/Search/?j=0301>

Requirements

Conditions Of Employment

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation
- Males born after 12/31/1959 must be registered with Selective Service
- You may be required to pass initial and random drug testing

Supervisory Probationary Period: You may be required to serve an 18 month probationary period upon appointment and complete a supervisory training course within 12 months of assignment.

Supervisory Training: All newly appointed, permanent GS-15s are required to complete mandatory training. The training will be scheduled by the Office of Training and Development within the first 90 days of appointment. The duration of the training will include CBPLI 5 weeks of in residence training in Harpers Ferry, WV.

Note: This training may be waived if previously completed.

Qualifications

GS-15: You qualify at the GS-15 level if you possess one (1) year of specialized experience that equipped you with the skills needed to perform the job duties. Examples include advising and counseling executives on the theories, principles, and practices of managing key support processes within an organization; formulating programs that balance conflicting needs, requirements, and priorities of an organization; and communicating orally and in writing to persuade, negotiate, and resolve issues where parties hold conflicting points of view and mission requirements and resources are not in balance.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must:

- Meet all qualification requirements, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the federal service) by Thursday, January 26, 2017.

Education

Additional information

Background Investigation: Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. For more information, please see:

<https://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation>
<https://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation>

Bargaining Unit: This position is not covered under the bargaining unit.

Probationary Period: Current and former federal employees may be required to serve or complete a probationary period.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify here, <http://www.uscis.gov/e-verify> (<http://www.uscis.gov/e-verify>), including your rights and responsibilities.

Every individual receives a fair opportunity throughout the federal recruitment and hiring process. To learn more, click on the link https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf (https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf)

Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations:

http://cbpapps.cbp.dhs.gov/ofo/2011/protecting_america/pro_america.wmv
(http://cbpapps.cbp.dhs.gov/ofo/2011/protecting_america/pro_america.wmv)

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/#!/customsborder)
(<https://twitter.com/#!/customsborder>)

How You Will Be Evaluated

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, your experience, education and training will be rated using an online self-assessment questionnaire that is based on the competencies or knowledge, skills, and abilities listed below. You will receive a score ranging from 70-100 based on your responses. Your entire application package will then be reviewed. The final determination will be based on all the information provided in your application package.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire](https://ApplicationManager.gov/Questionnaire.aspx?ID=5956620&PreviewType=Questionnaire)
(<https://ApplicationManager.gov/Questionnaire.aspx?ID=5956620&PreviewType=Questionnaire>)

Knowledge, Skills, Abilities and Other Characteristics (KSAOs): Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Ability to develop and implement operational plans, objectives and strategies
- Ability to provide technical advice and leadership in developing, implementing and evaluating national programs
- Ability to direct and oversee the execution of budget, logistics, procurement and quality assurance programs
- Ability to provide a full range of supervisory functions for a staff that provides a diverse range of mission support services

Agency Career Transition Assistance Program (CTAP) Eligibles: If you have never worked for the Federal Government, you are not CTAP eligible. Information about CTAP eligibility can be found at:

http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a
(http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a)

. To be considered well qualified under CTAP, you must possess the knowledge, skills and abilities and/or competencies clearly exceeding the minimum requirements of the position. This will be measured by a score of 85 or higher. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

Background checks and security clearance

Security clearance

[Public Trust - Background Investigation](#)

<https://www.usajobs.gov/Help/fag/job-announcement/security-clearances/>

Required Documents

- **Your resume:** A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your hours per week for each position listed. Your resume should also contain your full name, address, phone number, email address, and salary. NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement.
- **Your responses to the job questionnaire** [View Occupational Questionnaire](https://ApplicationManager.gov/Questionnaire.aspx?ID=5956620&PreviewType=Questionnaire) (<https://ApplicationManager.gov/Questionnaire.aspx?ID=5956620&PreviewType=Questionnaire>)
- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)?** You must submit a separation notice; your most recent SF-50B (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a notification from the applicable Military Department or National Guard Bureau, that you are retired under 5 U.S.C. 8337(h) or 8456.
- **Veterans preference points are not applicable to Merit Promotion announcements.**
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

Please upload your resume under "Resume" and any other applicable supporting documents mentioned above under "Other" documents. "Other" documents may not be applicable for each applicant, but should be utilized if you are submitting a SF-50 for proof of federal service, veterans documents for eligibility, transcripts for qualifications, etc.

It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate.

Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407) (<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/) (<https://www.opm.gov/healthcare-insurance/>)

- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

DHS offers competitive starting salaries and an attractive benefits package, including: health, vision, dental, life and long-term care insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to www.dhs.gov/careers (<http://www.dhs.gov/careers>) and select "Benefits".

To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school districts, please visit the website: <http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx> (<http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144** (#)

. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](https://ApplicationManager.gov/Questionnaire.aspx?ID=5956620&PreviewType=Questionnaire)

(<https://ApplicationManager.gov/Questionnaire.aspx?ID=5956620&PreviewType=Questionnaire>)
using OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf (http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf)

, and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf> (<http://staffing.opm.gov/pdf/usascover.pdf>)

. Please include job opportunity announcement ID 1889277 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on Thursday, January 26, 2017.**

Agency contact information

 CBP MHC Hiring

Phone

[\(952\)857-2932](tel:(952)857-2932)
([tel:\(952\)857-2932](tel:(952)857-2932))

Fax

(478)757-3144

Address

CBP Minneapolis Hiring Center
5600 American Blvd
Suite 700
Bloomington, MN 55437-1450
USA

Email

CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV
(mailto:CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV)

[Learn more about this agency](#)
(#agency-modal-trigger)

Customs & Border Protection (CBP): Securing America's Borders

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov>
(<http://www.cbp.gov/>)

.

Next steps

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx>. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the

hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)